SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140168-7

REPORTS INVENTORY

CONTROL NO. DDS/OTR/ISS - 41

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Facility Dictionary by Number-Agency Training Record

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [xx] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [xx] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Semi-Annual

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): Computer print-out

8. ADP PROCESSING: [x] YES [ ] NO — IF YES GIVE ADP PROCESSING NO.: 600F

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR [ ] 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
See Report on 600 A for manual input costs									

B. COSTS OF COMPUTER PRODUCED REPORTS

50 pages at 5¢ per page x 2=					5.00
				TOTAL COSTS PER YEAR	$5.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1 HR [ ]

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[x] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
0	0 STAT

16. DATE OF INVENTORY: 9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Records Management Officer, OTR

18. EXTENSION: [ ]

25X1

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(22-36-43)